

**United States Army Alaska Pamphlet 600-2
1 January 2002**



***United States Army Alaska Soldiers'
Handbook and Standards Guide***

Where "Soldiering is an Affair of the Heart"

Chain of Command

Commander in Chief

Secretary of Defense

Secretary of the Army

Chief of Staff of the Army/Sergeant Major of the Army

United States Army Pacific Command Commander/Command Sergeant Major

United States Army Alaska Commanding General/Command Sergeant Major

Brigade Commander/Command Sergeant Major

Battalion Commander/Command Sergeant Major

Company Commander/First Sergeant

Platoon Leader/Platoon Sergeant/Squad Leader



REPLY TO
ATTENTION OF:

APVR-CG

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

MEMORANDUM FOR United States Army Alaska Soldiers

SUBJECT: U.S. Army Alaska Basic Standards

Welcome to U.S. Army Alaska (USARAK) and the "Last Frontier"! As you get settled here, this booklet will assist you in understanding USARAK's basic standards and policies. The intent of this booklet is to build and maintain discipline and esprit for individual soldiers and units. I expect all USARAK soldiers, as well as Reserve, National Guard, and sister service members who train in USARAK facilities, to know and follow these standards.

Arctic Tough!

**Commanding General
United States Army Alaska**

"Soldiering is an Affair of the Heart."



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600 RICHARDSON DRIVE #5000
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APVR-RCSM

MEMORANDUM FOR United States Army Alaska Soldiers

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Welcome to U.S. Army Alaska (USARAK) and the "Last Frontier"! You will find your assignment to be both challenging and rewarding. Training is fast paced, demanding and realistic. Superb training opportunities coupled with outstanding family well-being will make your duty memorable.

We have prepared this booklet to assist you in understanding the command's rules and policies. These standards of conduct are an integral part of good soldiering and help to foster pride in one's self and unit. I expect all soldiers to know and follow these standards.

To you and your family, I extend a warm welcome to United States Army Alaska!

**Command Sergeant Major
United States Army Alaska**

"Soldiering is an Affair of the Heart."

United States Army Alaska Pamphlet 600-2

DEPARTMENT OF THE ARMY HEADQUARTERS, UNITED STATES ARMY ALASKA FORT RICHARDSON, ALASKA 99505

United States Army Alaska Pamphlet 600-2

1 January 2002

Personnel

United States Army Alaska Soldiers' Handbook and Standards Guide

Summary. This pamphlet provides standards, policies, and information to all soldiers assigned or attached for duty to United States Army Alaska (USARAK) posts. It also provides information to family members and civilian employees of USARAK.

Applicability. This pamphlet applies to all soldiers, Active, Reserve, and National Guard, assigned or attached to this command and/or posts within Alaska.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This pamphlet's proponent agency is the Directorate of Plans, Training, Security, and Mobilization. The Directorate of Plans, Training, Security, and Mobilization invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM.

Table of Contents

	Paragraph	Page
Purpose	1	1
References	2	1
Explanation of abbreviations	3	1
Responsibilities	4	1
General	5	2
United States Army Alaska Mission, History, and Lineage	2 through 6	
172d Infantry Brigade Mission, History, and Lineage	7 and 8	
Fort Richardson History		9
Fort Wainwright History		10
Fort Greely History		11
Army uniform wear	6	12
Uniform appearance	6a	12
The duty uniform	6b	12
Off-duty appearance and wear of uniforms off post	6c	13
Winter uniforms	6d	14
Seasonal changeover/uniform requirements	6e	15

USARAK Pamphlet 600-2

	Paragraph	Page
Physical fitness uniform and improved physical fitness uniform.....	6f.....	17
The beret (black and maroon).....	6g.....	18
Field uniforms.....	6h.....	18
Military equipment	7.....	20
Storing and transporting Common Table of		
Allowances 900-50 equipment.....	7a.....	20
Transporting sensitive items.....	7b.....	20
Soldier readiness and training issues	8.....	20
Soldier sponsorship.....	8a.....	20
Soldier readiness	8b.....	20
Physical fitness and running route policy	8c.....	21
Arctic light individual training (Cold Weather Indoctrination I		
and Cold Weather Indoctrination II)	8d.....	21
Foot marching	8e.....	22
United States Army Alaska schools	8f.....	22
Army promotion policy.....	8g.....	26
Awards and recognition programs.....	8h.....	28
Sergeants Time Training.....	8i.....	28
Weight control program.....	8j.....	29
Leaves and passes	8k.....	29
Pawning or selling organizational clothing and		
individual equipment	8l.....	30
Private use of government equipment and vehicles.....	8m.....	31
Military customs and courtesy	9.....	31
Senior noncommissioned officers	9a.....	31
Saluting	9b.....	31
Situations	9c.....	32
Soldier conduct.....	10.....	33
Traffic regulations/traffic violations	10a.....	33
Drugs	10b.....	34
Tobacco product use.....	10c.....	34
Alcohol use/laws	10d.....	34
Absent without leave	10e.....	34
Single soldier and family housing.....	10f.....	35
Personal weapons registration and prohibited items.....	10g.....	35
Assistance organizations.....	11.....	37
Army Community Service.....	11a.....	37
Legal assistance	11b.....	37
American Red Cross	11c.....	37
Chaplain.....	11d.....	38
Army Family Team Building	11e.....	38
Family Advocacy Program	11f.....	38
Army Substance Abuse Program (ASAP)	11g.....	39
Better Opportunities for Single Soldiers.....	12.....	39

USARAK Pamphlet 600-2

	Paragraph	Page
Equal opportunity and sexual harassment.....	13.....	40
Inspector general.....	14.....	41
Education opportunities	15.....	41
Environmental issues	16.....	42
Outdoor recreation/fishing and hunting regulations	17.....	42
Safety	18.....	43
Additional information	19.....	45
Closing	20.....	45

Appendixes

A. References.....	A-1
B. Balaclava Diagram.....	B-1
C. Temperature Zone Criteria and USARAK PT Cold Weather Training Policy	C-1
D. Beret Diagram from Army Regulation 670-1	D-1
E. The Army Song and United States Army Alaska March.....	E-1

1. Purpose

To inform all soldiers of basic standards of appearance, conduct, military courtesy, and information to assist them as they discharge their daily responsibilities.

2. References

Related publications and referenced forms are listed in appendix A.

3. Explanation of abbreviations

- a. app appendix
- b. BDU..... Battle Dress Uniform
- c. CTA-50 Common Table of Allowances 900-50
- d. DA Department of the Army
- e. ECWCS..... Extended Cold Weather Clothing System
- f. FM..... Field Manual
- g. IPFU improved physical fitness uniform
- h. OF Optional Form
- i. para paragraph
- j. PFU physical fitness uniform
- k. Reg..... Regulation
- l. USARAK..... United States Army Alaska
- m. USARAL..... United States Army Alaska

4. Responsibilities

Commanders are responsible to ensure soldiers under their command present a neat appearance and conduct themselves professionally both on and off duty. All leaders are responsible to their commanders for the appearance and conduct of soldiers in their charge. Soldiers should take pride in their appearance and conduct themselves properly at all times. All soldiers are required to read and understand this pamphlet.

USARAK Pamphlet 600-2

5. General

Soldiers must project a professional military image that leaves no doubt that they live by a common standard and adhere to the good order and discipline of the Army.

United States Army Alaska Mission

Provide trained and equipped forces to deploy rapidly in support of worldwide joint military operations, crisis response, and peacetime engagements; maintain quality of life and force projection platform; and serve as the Army component command to Alaskan Command.

United States Army Alaska History

The Army has served in Alaska since 1867, when soldiers of the United States Army, 9th Infantry Regiment took part in the ceremonies that raised the Stars and Stripes over Sitka and transferred Russian America to the United States. Senator Charles Sumner is usually credited with selecting the native word “Alaska” to name the newly acquired territory.

Brevet Major General Jefferson C. Davis assumed command of the territory, which remained an Army responsibility for the next 10 years. During that decade, a garrison of 500 officers and men were assigned to Alaska.

The troops were withdrawn from Alaska in 1877, and for the next 2 years, Alaska was to be controlled by treasury officials. During this time, natives and lawless adventurers proved to be more than the officials could cope with. In the spring of 1879, Navy vessels were diverted to Alaska to restore order. The Navy formed a quasi-military government and directed Alaskan affairs until 1884 when Congress organized a civil government.

Between 1869 and the Gold Rush era, pioneering Army expeditions evicted the Hudson's Bay Company from Fort Yukon, operated weather stations, opened up the approaches to the Klondike, and explored the major river systems of the interior. United States Army officers Raymond, Schwatka, Abercrombie, Glenn, Allen, Ray, Randall, Brigadier General Wilds P. Richardson, and others were commemorated on the map of Alaska for these accomplishments.

The lawless days of 1898 initiated the Alaska-Canada boundary dispute and the need for law enforcement and aid to destitute prospectors. The military Department of Alaska bolstered the stand of the United States on the boundary question, which was later settled by convention in London. The Army brought law and order and fed the starving miners.

Meanwhile, the United States Army Signal Corps established telegraph, wireless, and cable links between far-flung forts and camps in Alaska and connected the system to the United States by submarine cable.

USARAK Pamphlet 600-2

The Richardson Highway parallels much of the old Richardson Trail, which served the Washington-Alaska Military Cable and Telegraph System from Fort Liscum (Valdez) to Fort Egbert (Eagle). It is a monument to Army builders in Alaska.

Military forces in Alaska were never large until World War II. Even World War I bypassed Alaska. As late as 1939, merely 11 officers and 286 enlisted men manned one active military establishment.

Construction of another Army post 6 miles northeast of Anchorage began on 8 June 1940. The War Department General Order Number 9, dated 12 December 1940, designated the military reservation as Fort Richardson and the flying field at Fort Richardson was designated Elmendorf Field. When the Japanese attacked Pearl Harbor, there were only token ground forces and 32 military aircraft in the territory.

When World War II began, the War Department authorized a buildup in Alaska to meet the threat presented by the Axis. The Army Air Corps recommended that airfields be built at Fairbanks and Anchorage. Those sites were selected in 1934 on the basis of a study done by Lieutenant Colonel Henry H. (Hap) Arnold, who had led an Alaska map and survey mission. Colonel Arnold commanded the Army Air Forces in World War II and achieved the five-star rank of General of the Army.

The Japanese invasion of Kiska and Attu in the Aleutians emphasized the strategic importance of Alaska. United States Forces retaliated rapidly by air and sea, and on 11 May 1943, Army troops operating under Navy cover landed on Attu and regained control of the island after 19 days of bitter fighting. The Japanese abandoned Kiska after Attu was reclaimed.

Highlighting the war period was the epic task performed by the United States Army Corps of Engineers in building the Alaska Highway. It gave the territory its only overland link with the rest of the Western Hemisphere.

The nation's first unified command was established as the Alaskan Command on 1 January 1947 to exercise joint operational control over assigned Army ground forces, Army air forces, and certain Navy forces. Later that year, Army troops, until then under the direct control of the Army's Alaska Department, were redesignated as the United States Army Alaska (USARAL), the Army component of the Alaskan Command.

When the Air Force was organized from the Army Air Corps in 1947, steps were taken to convert Fort Richardson and Elmendorf Field into separate installations. On 15 October 1950, the Army released to the Air Force the land that is now Elmendorf Air Force Base and began construction of new facilities at its present Fort Richardson site, 8 miles from Anchorage. USARAL headquarters moved to its new location on 3 January 1953.

During and shortly after the war years, several posts were established in Alaska. Some were inactivated and several became Air Force bases. The Navy assumed control of still others and the remainder were retained by the Army. The Army installation known as Fort Greely (near Big Delta, Alaska) was initially occupied by Army forces in 1941

USARAK Pamphlet 600-2

and became the site for Army cold weather maneuvers. The forerunner of today's United States Army Cold Region Test Center and the United States Army Northern Warfare Training Center were stationed there. This location became an established Army post called "Big Delta, Alaska" on 6 May 1947. On 21 June 1953, the name was changed to "Fort Greely, Alaska." On 1 January 1961, Ladd Air Force base (near Fairbanks) was transferred to Army jurisdiction and was named "Fort Jonathan M. Wainwright."

Following World War II, troops of both the 71st and 2d Infantry Divisions served in Alaska. In 1963, a re-organization established the 171st Infantry Brigade (Mechanized) at Fort Wainwright and the 172d Infantry Brigade (Mechanized) at Fort Richardson as major subordinate commands of USARAL. In 1969, both brigades were converted to light infantry. At the end of 1972, the 171st stood down according to a policy of troop reduction. The 172d absorbed the remaining units of the departing brigade.

In 1974, restructuring of overseas elements (Project ROSE) implemented a worldwide program to increase the utilization of military personnel in combat rather than support functions.

On 1 July 1974, USARAL lost its status as a separate major command and became subordinate to the United States Army Forces Command, headquartered at Fort McPherson, Georgia. The USARAL designation remained until the end of the year and on 1 January 1975, USARAL was replaced by the 172d Infantry Brigade, Alaska.

The 6th Infantry Division (Light) was activated on 23 March 1986 at Fort Wainwright, Alaska and during a follow-up ceremony at Fort Richardson, Alaska on 24 March 1986.

Activations and Redesignations

Activated on 28 March 1941 at Fort Richardson as Headquarters, Alaska Defense Command.

Redesignated on 27 October 1943 as Headquarters, Alaskan Department.

Redesignated on 15 November 1947 as Headquarters, United States Army Alaska.

Inactivated on 31 December 1974 and activated on 2 July 1994.

Campaign Participation

World War II.

Asiatic-Pacific Theater without inscription.

Decorations

None.

Shoulder Sleeve Insignia

A circular disk of a blue background upon which is superimposed a polar bear's head surmounted with a gold star. It represents the Army as guardian of the far north depicted by the polar bear, which, according to myth, is guardian of the North Star, represented by a yellow star. Figure 1 below shows the insignia.



Figure 1. United States Army Alaska Crest

Organization Day

The 29th of October commemorates the date in 1867 when Brevet Major General Jefferson C. Davis assumed command of the Military District of Alaska.



Figure 2. United States Army distinctive insignia

Description. A gold metal and enamel device that is 13/16 inches in height overall, consisting of a blue (ultramarine), enamel background, arched at the top and bearing a five-pointed gold star, the field bordered by a band of gold rays (each beveled), overall in base two, white, enamel mountain peaks (one on each side), in the center issuing from the base the crest of a totem pole consisting of an eagle's head in proper colors facing to the right. The device is shown in Figure 2.

Symbolism. The single star on the blue background stands for the North Star, which also appears on the Alaska State flag. The gold rays forming an archway symbolize the mission of the United States Army Alaska as the first line of defense in North America and also alludes to the Northern Lights. The totem pole and the snow-covered peaks are symbolic of Alaska. The American eagle as depicted by the Alaskan Indian with penetrating eyesight and exceptional hearing, alludes to the alertness and protection offered by the United States Army Alaska.

172d INFANTRY BRIGADE (Snow Hawks)



Figure 3. 172d Infantry Brigade Shoulder Sleeve Insignia

Shoulder Sleeve Insignia

On an upright, blue rectangle with rounded ends, 3 inches by 2 inches overall, and within a narrow, white border and a wider, red border 1/8-inch wide, a representation of the Great Dipper and North Star in yellow above two, white-capped mountains and overall from top to bottom a blue bayonet, point up, edged white. See figure 3 above.

Combat Arms colors are represented, with the bayonet alluding to the separate infantry brigade and symbolizing attack. The Great Dipper and North Star allude to Alaska, and the mountains refer to the terrain over which the units maneuver to gain and hold ground.

Distinctive Insignia

A silver-colored metal and enamel device 1 1/8-inches high overall, consisting of a white, triangular shape, the base of which is broken by four, small, blue triangles. Placed vertically in the center of the main triangle is a gold totem pole. Running parallel to the right side of the triangle and passing behind the totem pole is a blue and silver bayonet; to the left of the totem pole is an eight-pointed star (a mullet); below the triangle is a silver motto scroll bearing the inscription "Caveat" (Let Him Beware) in black letters.

The white triangle represents a snow-capped mountain, alluding to the Alaskan terrain in which the unit is trained to operate. The totem pole, consisting of an eagle sitting upon a bear, refers to the purchase of Alaska from Russia. The bayonet symbolizes infantry, as does the blue at the base of the mountain. The red mullet alludes to the

USARAK Pamphlet 600-2

Great Dipper, and the North Star represents Alaska, the state in which the brigade serves. The red mullet symbolizes artillery.

The History of the 172d Infantry Brigade

Lineage

Constituted on 5 August 1917 in the National Army as Headquarters, 172d Infantry Brigade, an element of the 86th Division. Organized on 25 August 1917 at Camp Grant, Illinois. Demobilized in January 1919 at Camp Grant, Illinois. Reconstituted 24 June 1921 in the Organized Reserve as Headquarters Company, 172d Infantry Brigade, an element of the 86th Division. Organized in January 1922 at Springfield, Illinois. Redesignated on 23 March 1925 as Headquarters and Headquarters Company, 172d Infantry Brigade. Redesignated on 24 August 1936 as Headquarters and Headquarters Company, 172d Infantry Brigade.

Converted and redesignated on 31 March 1942 as the 3d Platoon, 86th Reconnaissance Troop, 86th Division (Headquarters and Headquarters Company), 171st Infantry Brigade, concurrently converted and redesignated as the 86th Reconnaissance Troop (less 3d Platoon), 86th Division). Troops ordered into active military service on 15 December 1942 and reorganized at Camp Howze, Texas as the 86th Cavalry Reconnaissance Troop, an element of the 86th Infantry Division. Reorganized and redesignated on 10 October 1945 as the 86th Mechanized Reconnaissance Troop. Inactivated on 30 December 1946 on Leyte, Philippine Islands. (Organized Reserves redesignated on 25 March 1948 as the Organized Reserve Corps; redesignated on 9 July 1952 as the Army Reserve.)

The 3d Platoon, 86th Reconnaissance Troop converted and redesignated on 20 May 1963 as Headquarters and Headquarters Company, 172d Infantry Brigade and relieved from assignment to the 86th Infantry Division; concurrently, withdrawn from the Army Reserve and allotted to the Regular Army (remainder of troop—hereafter separate lineage). Activated on 1 July 1963 in Alaska. Inactivated on 16 April 1986 in Alaska.

Campaign Participation Credit

World War I

Streamer without inscription

World War II

Central Europe

Decorations

None.

Fort Richardson History

Fort Richardson was named for the pioneer explorer in Alaska, Brigadier General Wilds P. Richardson, who served three tours of duty in the rugged territory between 1897 and 1917. The post occupies 64,470 acres of land north of the 49th state's port city, Anchorage. The main post area currently serves nearly 5,000 soldiers, civilians and retirees, and about 3,000 family members.

Built during 1940 and 1941 on the site of what is now the post's sister installation Elmendorf Air Force Base, Fort Richardson was established as the Headquarters of the United States Army Alaska (USARAL) in 1947 and was moved to its present location of Fort Richardson in 1950.

Fort Richardson then had barracks for 500 soldiers, a rifle range, a few warehouses, a hospital, and bachelor officers' quarters.

The early 1950s saw an intensive building program designed to make the post more livable. More permanent barracks, family quarters, warehouses, a service club, underground utilities, and a power plant were built.

Also, the first streets were paved, the post was landscaped, the first of four school buildings sprang up, and the field house and the theaters were completed.

For the first time since World War II, female soldiers were assigned to the post in 1961. Also in 1961, the United States Modern Biathlon Training Center was established at Fort Richardson to train military and civilian athletes in the Winter Olympic event that combines cross-country skiing and rifle marksmanship. The facility was phased out in 1973.

Fort Richardson today is a modern, bustling post that features all the conveniences and services found at any Army installation.

Fort Richardson is now Headquarters for United States Army Alaska (USARAK).

USARAK Pamphlet 600-2

Fort Wainwright History

On 1 January 1961, when Ladd Air Force Base was transferred to the Army and renamed Fort Wainwright, it already had a notable history dating back to when Brigadier General Billy Mitchell championed for improved defenses in the state. He stated before Congress in 1935, "I believe in the future. He who holds Alaska, holds the world, and I think it is the most strategic place in the world."

Work finally began to build a cold-weather, experimental station in 1939, and the next year, Congress approved construction of an Army Airfield at Ladd. In September 1940, the first troops, about 50, arrived at Fairbanks.

During World War II, the installation was used as a troop dispersal point, a delivery point for lend-lease aircraft to Russian pilots, and as a link in Alaska's air defense chain. Following the war, the post resupplied and maintained the remote, distance early warning, radar sites and experimental ice islands in the Arctic Ocean.

Two years after Alaskan statehood, the Army assumed command of the post. Since then, various units have been stationed here, including the Yukon Command, the 171st Infantry Brigade (Mechanized), a Nike-Hercules Battalion, and many others.

In the past 16 years, due to the large amount of land available, Fort Wainwright is the largest post in Alaska, with 980,000 acres available for training. Fort Wainwright has been the site of some of the largest exercises in the Army, including "Acid Test," "Jack Frost," and the "Brim Frost" series of Joint Readiness Exercises.

Due to recent improvements, Fort Wainwright today is a modern, bustling post that features all the conveniences and services found at any Army installation.

It is the home of Headquarters, 172d Separate Infantry Brigade.

Fort Greely History

Fort Greely, 105 miles southeast of Fairbanks, lies within a central valley and hill area known as the "Great Interior." The Brooks Mountain Range to the south borders it. The main post area is 6 miles south of the junction of the Alaskan and Richardson Highways.

Fort Greely is "Home of the Rugged Professional" and is a unique post. Although the main post is small, the entire reservation covers 677,000 acres, the Army's largest post in Alaska. It is used for arctic testing of the Army's equipment and training the finest arctic soldiers in the world. Units of the 172d Separate Infantry Brigade utilize the vast lands at Fort Greely for year-round field training exercises.

"We Battle Cold and Conquer Mountains" is a fitting motto for the Northern Warfare Training Center at Fort Wainwright. The Northern Warfare Training Center is an exclusive joint service school that provides training in arctic survival, navigation of inland waterways, river crossing, military skiing, glacier-crossing techniques, and mountaineering. Members of the cadre of Northern Warfare Training Center provide the expertise needed for the High Altitude Rescue Teams. They perform the vital mission of rescuing individuals stranded or lost in the high mountains of North America. The school not only trains soldiers to survive the arctic, but members of the other services, Reservists, Reserve Officers' Training Corps, and West Point cadets.

The Cold Regions Test Center is in its second quarter century of service. Established in 1949, the center conducts tests of equipment and material under the stress of severe, arctic conditions. A wide variety of items have been tested at the center and many have been commercially adopted. Tests have included year-round evaluations on freeze-dried food, cold weather clothing, and arctic oils and brake fluids. Cobra and UH-1 helicopters, guided missile systems, the tube-launched, optically tracked, wire-guided, anti-tank weapon, and a variety of other weapons have also been tested by the Cold Regions Test Center. The interior of Alaska provides the center with several important assets vital to this type of testing. Terrain and weather conditions at Fort Greely are typical of arctic and subarctic areas around the world.

The weather and terrain at Fort Greely provide the necessary natural environment to test equipment and man-machine interfaces. The center also maintains the many ranges surrounding the fort, which, in addition to their test purposes, are used by maneuver units of the Brigade and USARAK.

USARAK Pamphlet 600-2

6. Army uniform wear

Your uniform identifies you as a member of the United States Army. It also says something about you and the unit you serve in. Wear it with pride! Soldiers assigned or attached to Forts Richardson, Wainwright, and Greely may wear only those items prescribed per Army Regulation (AR) 670-1 and USARAK Regulation 670-1. Wearing a combination of civilian and military clothing is prohibited unless as prescribed in AR 670-1 or approved by Headquarters, Department of the Army in authorized documents.

a. Uniform appearance.

(1) The Army is a uniformed service where discipline is judged, in part, by the manner in which the individual wears the uniform as prescribed. Therefore, a neat and well-groomed appearance by soldiers is fundamental and contributes to building the pride and esprit essential to an effective military force. A vital ingredient of the Army's strength and military effectiveness is the pride and self-discipline that American soldiers bring to their service. It is the duty of all soldiers to take pride in their appearance at all times. Physical fitness and acceptable weight standards are an individual responsibility. It is the commanders' responsibility to ensure that military personnel under their command present a neat and soldierly appearance.

(2) AR 670-1 and USARAK Regulation 670-1 prescribe all the regulatory guidelines for uniform wear and items for wear.

b. The duty uniform.

(1) The battle dress uniform (BDU), temperate or hot weather, are the authorized uniforms for wear year-round. The uniform consists of the jacket and trousers, highly shined boots, green or black, cushion-sole socks, black belt with open-faced buckle, brown T-shirt, approved winter undershirts, and the BDU hat. Female soldiers are authorized to carry an approved handbag while in garrison only. Commanders specify the uniform of the day, maintaining uniformity.

(2) Pressing and starching the BDU is authorized. This is required for special occasions when appearance should be especially sharp, such as parades, reviews, inspections, and other ceremonial activities. The utility uniforms are designed to fit loosely—alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears and keep all fasteners buttoned, zipped, or snapped. Creases sewn into any uniform are not authorized.

(3) All soldiers will wear the brown T-shirt with the utility uniform. White T-shirts will be worn with the service, dress, mess, hospital, and food-service uniforms.

(4) Two identification tags will be worn around the neck (except when safety considerations apply), beneath the T-shirt on long and short chains, when engaged in

USARAK Pamphlet 600-2

field training, traveling on aircraft, and when in uniform or on duty outside the United States. The Army 'Values Tag' will be worn on the identification tag chain and the Army 'Values Card' will be carried in the wallet.

(5) All items sewn on the uniform will be machine sewn. This includes insignia of rank to be sewn on the Kevlar helmet cover.

(6) Subdued items (belt buckles, belt tips, and insignia of rank) are kept subdued (black).

(7) When sleeves are worn rolled up, the camouflage pattern is exposed. Sleeves are rolled neatly in two folds, no more than 3 inches above the elbow. When the sleeves are down, they will be buttoned at the cuff. The BDU will not be worn intermixed with the hot weather and temperate uniforms.

(8) The BDU jacket and field jacket will have United States Army and name tapes sewn above pockets and rank insignia worn as specified in AR 670-1, paragraph 3-4. All soldiers will wear the USARAK, 172d Infantry Brigade or tenant unit shoulder patch of their command as authorized per official unit orders.

c. Off-duty appearance and wear of uniforms off post.

(1) Your actions and your appearance are indicators of the unit and organization you serve with and represent. The local community makes assumptions and judgments about the Army and you.

(2) High standards of appearance should carry over into your selection of civilian attire. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. While off duty, soldiers, family members, and civilians may dress casually and comfortably; however, there are legal, moral, safety, and sanitary criteria that require a dress code for all of USARAK installation-service facilities. Soldiers and their guests must comply with established dress codes for all installation facilities within USARAK.

(a) Clothing with obscene, slanderous, or vulgar words or drawings on it that make disparaging comments concerning the United States government is not authorized.

(b) Bare feet in any facility, except where footwear is not appropriate, such as swimming pools are not authorized. Sandals or shoes without socks or stockings are authorized.

(c) You may wear the BDU in all post facilities (theaters, post exchanges, and service clubs), at all times as long as it presents a neat, military appearance. Remove camouflage paint before going to any of these facilities.

USARAK Pamphlet 600-2

(d) The BDU is authorized for wear off post “unrestricted” between 0500 and 1900 on normal duty days or when official duty is required (staff duty officer, staff duty noncommissioned officer, etc.) with the following stipulations:

1. Ensure the uniform is complete, clean, neat, and presentable.
2. Personnel returning from field operations/maneuvers travel directly home. You may only stop for essential items (bread, milk, gas, emergency auto repair items).
3. The BDU is inappropriate for official social functions off the installation, such as clubs, dinners, memorial services, and funerals.
4. During the unrestricted periods exercise good judgment and do not wear BDUs in establishments with “coat and tie” dress requirements. The BDU will not be worn in bars or liquor stores.
5. Soldiers traveling under official business comply with the dress requirements specified on their orders. The highest standards of appearance and conduct must be maintained regardless of the designated uniform or clothing. ***The BDU may be worn while on official travel on commercial aircraft in the State of Alaska only.***

d. Winter uniforms.

(1) The standard outer garment worn with the BDU is the Extended Cold Weather Clothing System (ECWCS) Gortex or the Army-issue field jacket. The ECWCS is designed to be a system of layers that uses the Gortex shell as an outer layer with any one of several possible combinations of under layers, as appropriate, based upon individual needs and leadership discretion. The “winter field” uniform will normally include the polypropylene shirt and pants under the Gortex parka and pants unless otherwise specified. A soldier may take off their Gortex parka and eat in their polypropylene shirt while eating at dining facilities on any USARAK post. (Subordinate commanders will follow guidance issued in higher command level orders). The ECWCS components (without rank), the cold weather parka, the balaclava, vapor-barrier boots, trigger-finger mittens, and arctic mittens are authorized for wear with civilian clothing during the winter months both on and off post in Alaska.

(2) The ECWCS fiber pile “bear” shirt may optionally have nametags sewn on per AR 670-1, paragraph 27-22b.

(3) Gloves that are black leather of approved specifications or pattern or similar designs are authorized with or without the ECWCS and field jackets provided the sleeves are rolled down. Do not wear regulation glove inserts without the black, leather gloves. Aviator’s gloves (NOMEX) are not authorized for wear with the BDU, physical fitness uniform, (PFU), or the improved physical fitness uniform (IPFU) in garrison. ***Commanders may authorize the wear of regulation glove inserts (without the black leather gloves) with the PFU or IPFU provided the entire formation is uniform.***

USARAK Pamphlet 600-2

(4) The Army olive drab wool sweater, olive drab green sleeping shirt, or ECWCS issued polypropylene or like-color commercial underwear items are the only garments that can be visible under the utility shirt.

(5) Black boots (leather and jungle) and Intermediate Cold Weather Boots will be worn as prescribed. The black issue leather and jungle boots may be worn from 1 May to 1 October. Individual cold weathers or any type of approved, cold-weather boots will be worn from 1 October to 1 May, unless announced otherwise by USARAK. *Commanders may require issue boots to be worn while in formation when uniformity is prescribed.*

(6) Mukluks are authorized for wear by aviators, crewmembers on flight status, aircraft mechanics, and military police. Additionally, commanders may specify mukluk issue and wear for vehicle drivers and other soldiers whose missions necessitate their wear during extreme weather.

(7) The ECWCS parka, cold weather parka, or field jacket are the appropriate cold weather outerwear for all soldiers, unless during a work detail or other activity where it may be inappropriate to wear that outer garment. The snap-on, fur ruff may be worn attached to the ECWCS parka during the prescribed seasonal months.

(8) Balaclava wear will be as follows:

(a) The balaclava may be worn, at the individual soldier's option, in any configuration or in combination with any uniform item while in the field. These options include wearing the balaclava down over the face with the opening over or under the nose. It may also be worn with the opening stretched down under the chin. Alternately, it may be worn folded up so as to cover the ears. (See app B for proper wear.)

(b) When worn in garrison, the balaclava may be worn in any of the above configurations specified for formations or as necessary to ensure individual safety. When the balaclava is worn in garrison, it must be folded in upon itself closing the face opening. The balaclava is authorized for wear from 1 October to 1 May on all USARAK posts.

(c) Only issued balaclavas may be worn while in uniform. Other balaclavas, knit caps, rags, and items such as sleeping caps will not be worn under other headgear. During field training and other tactical situations, balaclavas may be worn under helmets or as outer garments when outside of covered areas. (Balaclavas of commercial design as approved by the commander may be worn during training or in the field only).

(d) Leadership at all levels will ensure the proper wear of the balaclava and that it is not worn indoors.

e. Seasonal changeover/uniform requirements. The official seasonal changeover effective date for USARAK units, assigned or tenant, for garrison duty uniform and winter field uniform will be 1 May and 1 October, unless announced otherwise. However,

USARAK Pamphlet 600-2

commanders may specify the uniform and packing list as appropriate to the mission, tasking, or detail, based on weather. Where modifications are deemed necessary for the safety of the soldier, all leaders will have soldiers in the appropriate uniform.

(1) The summer garrison duty uniform consists of the following:

- (a) BDU.
- (b) Black beret, Maroon beret and (BDU cap or rigger cap when authorized).
- (c) Socks, olive drab or black.
- (d) Undershirt, brown.
- (e) Black web belt.
- (f) Boots, combat (black leather), Army-issue, jungle boots, mountain boots, or boots of a similar commercial design as the combat boot. (Tanker boots are not considered an authorized commercial design for wear in garrison).
- (g) Identification tags.
- (h) Insignia and accouterments (as authorized).
- (i) Handbag (female only).
- (j) Wet-weather gear as required (wet-weather parka).

(2) The winter garrison duty uniform consists of the following:

- (a) BDU.
- (b) Balaclava or beret, BDU or rigger cap, if authorized for wear.
- (c) Neck gaiter (optional).
- (d) Socks, black wool or olive drab.
- (e) Undershirt, brown.
- (f) Black web belt.
- (g) Boots, combat (black leather), issued mountain boots, or boots of a similar commercial design as the combat boot. Vapor barrier boots are authorized for extreme cold weather or as designated by commanders.
- (h) Gloves, black or trigger-finger mittens.
- (i) Identification tags.

(j) Insignia and accouterments (as authorized).

(k) Scarf, olive green (optional).

(l) Handbag (female only).

(m) ECWCS parka (with pin-on or sew-on rank and nametape), cold weather, or field jacket.

(n) Arctic overwhites per direction of unit commanders.

(o) The physical fitness and improved physical fitness uniforms (worn during unit physical training hours only or as approved by the commander).

f. Physical fitness uniform and improved physical fitness uniform. The physical fitness training uniform is the Army PFU or the IPFU when in a duty status. The uniform consists of:

(1) PFU or IPFU T-shirts (long and short) will be tucked in at all times (soldiers who are pregnant and are eligible to wear the maternity uniform, may wear the T-shirt out).

(2) PFU gray shorts or IPFU black shorts with Army logo.

(3) Commercially purchased running shoes. (See Field Manual (FM) 21-20, app E.)

(4) White, calf- or ankle-length socks without colored bands, markings, or logos can be worn with the IPFU. The PFU still requires the wear of calf-length socks.

(5) Knee-length or higher spandex shorts (or equivalent) gray or black in color without logos.

(6) The PFU sweatshirt and pants or IPFU gray and black jacket and black pants.

(7) The issued balaclava may be the prescribed headgear and will be worn as shown in appendix B.

(8) Trigger-finger mittens (with inserts), arctic mittens, or black gloves (with inserts) may be worn as determined by the unit commander.

(9) Slip-on traction devices may be worn on running shoes when the running routes are icy.

(10) If the soldier wears long underwear or other similar items, they must be concealed from view by the jacket and pants.

(11) The PFU (gray, 100 percent cotton) is not authorized for wear off post, other than traveling to and from the soldier's place of residence and duty location to conduct physical fitness training only. (It will not be worn during the normal duty day after 0900).

USARAK Pamphlet 600-2

(12) The IPFU is authorized for wear on and off post. The soldier may wear all or part of the IPFU when authorized by the commander. However, the IPFU must be clean, serviceable, and worn correctly at all times while in a duty status.

(13) Soldiers may not mix or match the PFU and IPFU. Mixing the IPFU with civilian attire is authorized on any military post within USARAK. Commercially purchased running shoes, black or gray spandex shorts without logos, black gloves, reflective belts or vests, long underwear, and other items appropriate to the weather conditions are the only items authorized when worn as a physical training uniform.

(14) The only insignia authorized for wear on the IPFU is the Physical Fitness Badge. When the Physical Fitness Badge is worn, it will be sewn on the upper left front side of the T-shirt and worn centered ½ inch above the word “Army” on the IPFU jacket.

(15) Reflective belts are required for all soldiers and will be worn with the PFU and IPFU while conducting individual and unit physical fitness training, anytime day or night, IAW with CG/CoS Policy letter #0-18. The reflective belt will be worn across the upper torso of the soldier from right shoulder to left hip. In addition, all road guards will carry a flashlight. (Insignia or grade for NCOs may be affixed to the reflective belt, if authorized by the commander).

(16) When conducting physical training under temperature zone III conditions. (See app C.) Commanders may designate, at their discretion, the method of wear for the balaclava, as well as the type of gloves and mittens to be worn. When conducting physical training under temperature zone IV or colder conditions, all soldiers must wear the balaclava rolled-down, as well as the arctic mittens. Since the standard issue balaclava is not constructed of wind-stopper type fabric, commanders should consider weather temperature/wind-chill conditions warrant wearing the hood of the PFU or IPFU with additional clothing. The summer physical fitness uniform is worn 1 May to 1 October and the winter physical training uniform is worn 1 October to 1 May. Changes to these requirements may be directed at the discretion of the unit commander.

g. The beret (black and maroon). The beret is an organizational issue item to be worn in garrison. The authorized color of the beret worn by soldiers assigned to USARAK is black, other than those assigned to an airborne unit. The maroon beret is the authorized headgear for those soldiers assigned to airborne units within USARAK. The beret (black and maroon) will be worn with the edge binding straight across the forehead, 1 inch above the eyebrow with the top of the beret draped over the right ear with stiffener positioned over the left eye. The ends of the adjusting ribbon will be cut off and the ribbon knot secured inside the edge binding at the back of the beret. (See app D.) Berets will only be worn with service uniforms and BDUs in garrison. Only soldiers assigned to airborne units may blouse their slacks and trousers of the service uniform with black combat boots.

h. Field uniforms. Due to diverse climatic conditions as well as unique individual and mission requirements, major subordinate commanders will specify the uniform for field exercises in both summer and winter.

USARAK Pamphlet 600-2

(1) All personnel in training areas and impact areas will wear the Kevlar helmet, load carrying equipment, with sleeves down on the BDU jacket. Soldiers driving or riding in any tactical vehicle in these areas must wear at a minimum, the Kevlar helmet.

(2) The neck gaiter may be worn with the BDU, PFU, and field uniforms. It may be worn as a neck warmer or balaclava/mask.

(3) The Kevlar helmet is worn with the chinstrap fastened. Soldiers last name will be printed in block letters centered on the camouflage band. The camouflage band will be secured to the helmet per the unit readiness standing operating procedure. Sew-on rank on the front center of the camouflage cover is required for E-5 and above, and optional for E-1 thru E-4.

(a) The camouflage band will have two, 1 inch by 3/8-inch pieces of florescent tape (cat-eyes) sewn on centered 1 and ½ inches apart on the back.

(b) The pile cap, neck gaiter, and balaclava are the only authorized cold weather items for wear under the Kevlar helmet.

(4) Commanders may prescribe additions to this uniform as mission or training dictates (i.e., protective mask, weapons, red-cross brassard, etc.).

(5) The following items are the standards for modification table of equipment unit issued load-carrying equipment. Garrison units will have a modified issue version of the load carrying equipment.

(a) Pistol belt.

(b) Two ammunition pouches attached to belt on the right and left side of the buckle.

(c) Two canteen covers, two canteens, and one canteen cups attached to the pistol belt at the left and right hip.

(d) First-aid case (with bandage) attached to the belt on the left side of the buckle after the ammunition pouch, with the opening facing upward.

(e) At the discretion of the unit commander, other items can be prescribed as part of the load carrying equipment and ALICE pack, as long as uniformity exists for all soldiers. Earplug cases will be worn on the nonfiring side of the suspenders in the eyelet.

(f) Load carrying equipment will be fitted to rest at waist level, the belt will be buckled, and belt extenders are authorized. Connecting the belt buckle with 550 cord is not allowed. Snap hooks will not be cut from the load carrying equipment suspenders and replaced with 550 cord. Soldiers damaging or losing Common Table of Allowances 900–50 (CTA-50) equipment will be held accountable to replace it.

USARAK Pamphlet 600-2

(6) The unit commander will determine when skin camouflage is worn. For example, skin camouflage does not need to be worn during weapons qualification if the only purpose of being in the field is for qualification and return to garrison. **Do not wear skin camouflage when the temperature is below 32 degrees Fahrenheit.**

(7) In addition to load carrying equipment, soldiers traveling or training in the winter months (October to March) need to have a survival equipment consisting of at least: sleeping bag, wet weather and cold weather jacket and pants, gloves and/or mittens, polypropylene, and cold weather boots.

7. Military equipment

a. Storing and transporting Common Table of Allowances 900-50 equipment. Soldiers will not store any item of CTA-50 in a privately owned vehicle. Place CTA-50 that is being transported in a privately owned vehicle in the trunk or otherwise hidden from view when not in positive control.

b. Transporting sensitive items. Soldiers will not store or transport weapons, night vision devices, radios, or any other sensitive items in privately owned vehicles.

8. Soldier readiness and training issues

a. Soldier sponsorship. Soldier sponsorship is a command responsibility that directly impacts this command's readiness and soldier well being. Every unit in USARAK will have a sponsorship program! A good sponsorship program is the key to receiving and integrating our newly assigned soldiers and families into this command in a way that shows we care about them and their families. AR 600-8-8 and USARAK Regulation 600-8 provide the requirements and outline responsibilities of our leaders in sponsoring our soldiers. The USARAK Adjutant General's office can provide assistance and is the command's representative on sponsorship. Contact them at 384-0321/1972.

b. Soldier readiness. All soldiers are expected to be ready to deploy with little advance notice. To meet this demand, all soldiers must keep the following items current at all times:

(1) Identification card. Your identification card must be correct and serviceable at all times. Report lost or damaged identification cards to your orderly room immediately.

(2) Identification tags. Identification tags must be correct and worn when engaged in field training, traveling in aircraft, and when in uniform outside the United States. Allergy warning tags and Army values tags are the only items authorized for wear on the identification tag chains.

(3) Emergency data. Update emergency data records as soon as a change occurs. The most common causes of change are marriage, divorce, birth of children, relocation of family members, and changes in beneficiaries or their addresses. Report all changes to your personnel and administration center immediately.

USARAK Pamphlet 600-2

(4) Wills. Wills and powers of attorney must be kept current and correct. If you need or want to change a will or power of attorney, contact the legal assistance office at your post.

(5) Family readiness groups. AR 215-1, paragraph 2-5c establishes the requirement for family readiness groups. Ensure all your family members are aware of your unit's family readiness group. These groups provide vital support and services to family members when soldiers are deployed.

(6) Dental. Dental readiness is your responsibility. Soldiers are required to have annual, dental checks to stay deployable. Any dental condition likely to cause a dental emergency (Category 3 and 4) must be treated to make the soldier deployable. For more information contact your chain of command.

c. Physical fitness and running route policy. Every soldier assigned to USARAK must be fit to fight. At a minimum, every assigned soldier will participate in physical fitness training a minimum of three times per week. Each physical training session will have clearly articulated tasks, conditions, and standards and will involve every soldier in the unit. All soldiers are expected to do physical training for 60 minutes. The lowest level of unit physical training should be at squad level. All personnel exercising individually or as a unit, anytime day or night, on or near roadways on all USARAK posts will wear the reflective safety belt. The strap will be worn from right shoulder to left hip. Road guards will wear standard, high-visibility, road-guard vests and carry white, filtered flashlights during hours of low visibility and/or darkness. All units will adhere to the running route post policies established by the post commander's office at each post. Designated running routes are in effect Monday through Friday, from 0630 until 0730. Maps of the designated routes can be obtained from Post Services and the Directorate of Plans, Training, Security, and Mobilization respectively. Contact can be made at 384-2199 (Fort Richardson) and 353-9773/9757 (Fort Wainwright).

d. Arctic light individual training (Cold Weather Indoctrination I and Cold Weather Indoctrination II).

(1) Arctic light individual training's purpose is to train USARAK soldiers in the critical skills that are required to conduct safe operations and training in an arctic environment. After completing arctic light individual training, a soldier will be ready to conduct training in an arctic environment. All new arrivals, both enlisted and officers, will complete Cold Weather Indoctrination I before participating in any field exercise and Cold Weather Indoctrination I and II before participating in a field exercise during the winter months (1 October to 1 May). Cold Weather Indoctrination I skills are the basic skills soldiers are required to perform in an arctic environment. Cold Weather Indoctrination II is an overnight, field bivouac with a shelter, prepared and occupied by the soldier, when the temperature is 10 degrees Fahrenheit or colder.

(2) Units are required to train soldiers in Cold Weather Indoctrination I and II annually. Units that do not have skis, snowshoes, or other arctic equipment required for some Cold Weather Indoctrination I and II tasks are not required to train those tasks

USARAK Pamphlet 600-2

annually. However, units in this category should train as many Cold Weather Indoctrination I tasks as their equipment authorization allows. In addition, these units should seek opportunities to conduct arctic skills training with units that do have a full complement of arctic equipment.

(3) USARAK Regulation 350-1, tables 7-1 through 7-3 list the tasks, conditions, and standards and frequency requirements for all arctic, Cold Weather Indoctrination I and II and glacier operation skills.

e. Foot marching.

(1) Load bearing endurance marches are critical training for all units within USARAK. Tactical load bearing marches must be done in the appropriate BDU and carrying individually assigned weapons. Whenever possible, integrate endurance marches with other training to maximize training time. All combat arms units should conduct monthly foot/ski/snowshoe marches of not less than 10 miles with equipment by foot or 5 miles by ski or snowshoe and a minimum of one 20-kilometer road march each quarter. Combat support and combat service support units should conduct a 20-kilometer road march semiannually. Commanders may establish more vigorous standards in units where conducting extended foot movement and carrying a combat load is key to mission success and when critical field training events of the near term is planned.

(2) Unit leaders will determine load-bearing weight as appropriate for mission or training requirements.

f. United States Army Alaska schools.

(1) Primary Leadership Development Course.

(a) Scope. This course provides leadership, communications skills, resource management, professional skills, and military studies at the USARAK Noncommissioned Officers' Academy.

(b) Prerequisites. Attendees must be active Army or Reserve Component personnel. The Primary Leadership Development Course is a prerequisite for promotion to sergeant and attendance at the Basic Noncommissioned Officer Course. Attendees must meet minimum physical training and weight standards. Active Army personnel must have 6 months of active-duty service remaining. Adding local requirements will not amend these prerequisites. The priorities are as follows:

1. First priority-SFAS Graduates, with an approved "Q" course date.
2. Second priority-Conditionally promoted soldiers to the grade of SGT.
3. Third priority-specialists and corporals who are on the E-5 promotion list with STAR MOS.

4. Fourth priority-specialists who are promotable to SGT.

5. Fifth priority-non-promotable specialists and corporals who are in leadership positions.

(c) Reporting instructions. Students will report to the Noncommissioned Officers' Academy, Building 1101, Fort Richardson, by 1400 on the class report date.

(d) Special instructions. Soldiers will report with:

1. Meal card (optional at the soldiers request).

2. Health and dental records (only soldiers not assigned to Fort Richardson).

3. Completed copy of the Total Army Schools System checklist.

4. A memorandum signed by their company commander stating that they have completed Cold Weather Indoctrination Training I and II (winter classes only).

(e) Soldiers must report to Building 1101 for weigh in on the class report date. Report time is 1400.

(2) Nuclear, Biological, and Chemical Defense Officer and Noncommissioned Officer Course.

(a) Scope. This course provides classroom and hands-on instruction on nuclear, chemical, and biological radiological operations and is specifically geared to an active command.

(b) Prerequisites. Attendees must in grade E4 or above and must have a Service Test score of 95 or above, a General Technical Aptitude Area score of 100 or above, and a high school or general education diploma, along with basic math and map reading skills. Attendees must also have normal color vision and be able to participate in physical training. Soldiers must not have failed this course within the past 6 months. Soldiers must have 1-year retainability in the unit.

(c) Fort Richardson reporting instructions. Students will report to the Education Center in Building 658, by 0845 on the published start date.

(d) Fort Wainwright reporting instructions. Students from Forts Wainwright will report to Building 1004, basement, Fort Wainwright, by 0830 on the published start date.

(3) Basic Mountaineering Course—Northern Warfare Training Center.

(a) Scope. This course trains selected soldiers in the fundamental knowledge/skills required to successfully conduct small unit operations in typical mountainous

USARAK Pamphlet 600-2

terrain found throughout the world during summer months. Emphasis is placed on developing the level 1 mountaineering tasks described in FM 3-97.6.

(b) Prerequisites.

1. Enlisted personnel. Specialist through Sergeant First Class.
2. Officer personnel. Warrant officer 1, Chief Warrant Officer 2, and 2LTs (0-1) and 1LTs (0-2).
3. All. Students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) code. All students must meet minimum physical training and height and weight standards. All students must have no uncontrollable fear of heights. No security clearance is required.

(c) Reporting instructions. The Basic Mountaineering Course begins at 0800 on the published course date and ends at 1130 on the end date. Attendees must arrive at the Black Rapids Training Site between 1500 and 2000 on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicle travel is not authorized. The unit is responsible for any interAlaska travel. There is no separate issue facility at the Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post-exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last for entire the course duration.

(4) Assault Climber Course—Northern Warfare Training Center.

(a) Scope. This course trains selected soldiers in the knowledge/skills required leading small units/teams over technically difficult, hazardous, or exposed (Class 4 and 5) mountainous terrain during summer months. Emphasis is placed on developing the level 2 mountaineering tasks described in FM 3-97.6.

(b) Prerequisites.

1. Enlisted personnel—E4 or above.
2. Commissioned officer personnel—Warrant officer 1, Chief Warrant Officer 2, 2LTs (0-1) and 1LTs (0-2)/Platoon-level leaders
3. All. Be a graduate of the Basic Mountaineering Course. All prerequisites listed for Basic Mountaineering Course apply for the Assault Climber Course. Attend the Assault Climber Course within 18 months from completion of the Basic Mountaineering Course. All Basic Mountaineering Course graduates must achieve the Assault Climber Course selection standard during the completion of the basic course. Soldiers must demonstrate complete mastery of the basic skills, possess no excessive or uncontrollable fear of heights, and demonstrate a minimum level of rock climbing proficiency to be selected for the Assault Climber Course. Performance/written

evaluations and instructor evaluations and instructor recommendations are used in the selection process. No security clearance is required.

(c) Reporting instructions. The Assault Climber Course begins at 0800 on the published course date and ends at 1130 on the end date. Attendees must arrive at the Black Rapids Training Site between 1500 and 2000 on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicle travel is not authorized. Units are responsible for any interAlaska travel. There is no separate issue facility at the Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post-exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last the course's duration.

(5) Cold Weather Leaders Course—Northern Warfare Training Center.

(a) Scope. This course trains squad and platoon level leaders in the knowledge/skills required to successfully conduct small unit operations in a cold, snow-covered environment. Emphasis is placed on the effects of cold on personnel and materiel, use of basic cold weather clothing and equipment, winter field craft, snowshoe/ski techniques, and winter/cold regions navigation and route planning. Attendees will receive comprehensive instruction/training materials enabling them to implement basic cold weather and ski training programs within their units. Cold weather risk management procedures are stressed throughout the course of instruction.

(b) Prerequisites.

1. Enlisted personnel—corporal through sergeant first class.
2. Commissioned officer personnel—Warrant Officer 1, Chief Warrant Officer 2, 2LTs (0-1) and 1LTs (0-2)/Platoon-level leaders.
3. All. Students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) code. All students must meet minimum physical training and height and weight standards and have no temporary or permanent profile restricting exposure to cold temperatures. No security clearance is required.

(c) Reporting instructions. The Cold Weather Leaders Course begins at 0800 on the published course date and ends at 1130 on the end date. Attendees must arrive at the Black Rapids Training Site between 1500 and 2000 on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicle travel is not authorized. Units are responsible for any inter-Alaska travel. There is no separate issue facility at the Black Rapids Training Site; soldiers arriving without the prescribed clothing and equipment items may be denied admission to the course. There are no post-exchange facilities at the Black Rapids Training Site; attendees must bring adequate personal hygiene items/sundries to last the course's duration.

USARAK Pamphlet 600-2

(6) Unit Armorer Course.

(a) Scope. The Unit Armorer Course provides guidance to the unit armorer/alternate armorer on proper procedures for maintaining unit arms, physical security, and maintenance of weapons per Army publications, including hands-on training.

(b) Prerequisites. Attendees must be active Army or Reserve Component personnel. The soldier should be serving as, or will become, a unit armorer or alternate for the unit arms room. Attendees must have a DA Form 7281-R (Command Oriented Arms, Ammunition, and Explosive Security Screening and Evaluation Record) completed. The soldier must have 1 year of retainability in the unit. Attendees must have a service test score of 95 or General Technical Aptitude Area score of 100 or above.

(c) Fort Richardson reporting instructions. Attendees must report to KISKA Hall, Bldg 658, to the Total Army Quality classrooms, at 0845 on start date.

(d) Special instructions. Soldiers must report with the Supply Update, Maintenance Update, Physical Security Update, and all current changes to these updates. Additionally, AR 25-400-2 and Catalog Data Activity Pamphlet 18-1 will be needed per soldier. Each soldier is required to bring the current weapons manual per weapons system. The unit needs to provide the soldier with the weapon that will be needed that day. Students must bring a 9-millimeter pistol on the second day of the class.

(7) Unit Level Logistics System Course-Ground.

(a) Scope. The Unit Level Logistics System Course provides guidance to the Unit-Level-Logistics-System user or operator on the proper procedures for operating the Unit Level Logistics System computer per Army publications, including hands-on training.

(b) Prerequisites. Attendees must be active Army or Reserve Component personnel. The soldier should be serving as, or will become, the unit prescribed load list clerk. Motor sergeants are welcome to attend. The soldier must have 1-year retainability in the unit and must be computer literate.

(c) Fort Richardson reporting instructions. Attendees will report to KISKA Hall, Bldg 658, to the Total Army Quality classrooms, at 0845, on start date.

(d) Fort Wainwright reporting instructions. Attendees will report to Building 3723, Room 208, at 1300 on start date.

g. Army promotion policy. **(See figure 4 for promotion criteria information).**

Enlisted Promotions		
Rank	Accelerated	Normal
E-1 to E-2	4-6 Months TIS	6 Months TIS
E-2 to E-3	6 Months TIS 2 Months TIG	12 Months TIS 4 Months TIG Waiverable
E-3 to E-4	18 Months TIS 3 months TIG	26 Months TIS 6 Months TIG 3 Months TIG Waiverable
NCO Promotions		
Rank	Secondary Zone	Primary Zone
E-4 to E-5	16 Months TIS 4 Months TIG	34 Months TIS 6 Months TIG
E-5 to E-6	46 Months TIS 5 Months TIG	82 Months TIS 8 Months TIG
Note: Soldiers in the primary zone of consideration must be counseled in writing when they are not recommended for appearance before the promotion board. The unit commander must complete the DA Form 3355 (Promotion Point Worksheet) (with counseling documents) and forward them to the promotion authority for final decision.		
General Remarks/Regulation Changes		

Figure 4. Promotion criteria

USARAK Pamphlet 600-2

h. Awards and recognition programs.

(1) Sergeant Audie Murphy Club. The Sergeant Audie Murphy Club was fully established Army wide in 1994. It is like that of the historical Sergeant Morales Club in Europe. This noncommissioned officer awards program recognizes outstanding non-commissioned officers assigned to units at all USARAK posts. In this command, USARAK Regulation 215-2 outlines all specific requirements for nomination and induction into this prestigious club. Some of the basic criteria are that the soldier—

(a) Is a corporal through sergeant first class.

(b) Is the first-line supervisor of at least two soldiers. This can only be waived by the USARAK command sergeant major.

(c) Demonstrates leadership characteristics by personal concern for the needs, training, development, and welfare of their soldiers.

(d) Has and maintains a current, working leaders book of all assigned soldiers. (See USARAK Reg 215-2, app B.)

(e) Is a qualified expert with assigned weapon.

(f) Scored a minimum of 270 on the most current Army physical fitness test.

(2) Dr. Mary E. Walker Award. This awards program recognizes both male and female spouses of active Army, National Guard, and United States Army Reserve soldiers of all ranks. Due to the detailed qualifications and requirements for induction to receive this award, refer to USARAK Regulation 215-6 for eligibility criteria.

(3) Other awards include military and civilian awards for which soldiers and civilian employees may be recognized for various achievements and performance. AR 600-8-22 and AR 672-20 govern the respective awards programs.

i. Sergeant's Time Training.

(1) Sergeant's Time Training will be conducted every Thursday. Sergeant's Time Training is prime-time training and will be incorporated into the commander's training guidance. It may be conducted during any part of the duty day, as long as it is conducted for five consecutive hours.

(2) The ultimate objective of Sergeant's Time Training is to eliminate training detractors, while allowing first-line leaders the training time to prepare their soldiers to deploy, fight, and win under any conditions, at anytime, and anywhere in the world. Within the requirements, there is considerable room for innovative training methods. Our training objectives are:

(a) Sergeant's Time training will be progressive, sequential, and adhere to existing and emerging training doctrine. The tasks trained will be individual and crew

USARAK Pamphlet 600-2

level tasks that support the unit's mission essential task list. They will not be collective tasks above the crew or squad level. Periodic required unit training outlined in USARAK Regulation 350-1, (Subversion and Espionage Directed Against US Army and Deliberate Security violations, equal opportunity, alcohol and drug abuse prevention and control program) will not be conducted during Sergeant's Time Training. The focus is on war-fighting tasks.

(b) One-hundred percent participation of all soldiers present for training is the goal. Special-duty personnel will also be incorporated into Sergeant's Time Training when prior coordination has been made with the unit/directorate.

(c) The chain of command will supervise and direct Sergeant's Time training and be present for all training sessions. Platoon leaders can participate in Sergeant's Time Training, but will not teach or lead the training. Command Sergeants Major and First Sergeants are expected to assess and evaluate Sergeant's Time Training.

(d) Sergeant's Time Training will be conducted IAW the Ten-step training model, briefed to company commanders and first sergeants, documented on training schedules, and approved by leaders at every training meeting. Set up and break down will not be conducted during the 5 hours allotted for Sergeant's Time Training.

(e) Sergeant's Time training is a "contract" between our soldiers, their first-line leaders, and the chain of command. This training is critical to our success on the future battlefield. I expect chain of command involvement.

(f) Each training session will have at least one practical exercise and a training outline to enhance the learning process. Trainers will conduct practical exercises outdoors, unless extreme weather conditions prohibit. Trainers will also conduct an after-action review (AAR) following each training session to improve training effectiveness in the future.

(g) Physical training may be conducted on Thursdays, but will not interfere with the five consecutive hours of Sergeant's Time Training.

j. Weight control program. Although commanders must ensure that overweight soldiers are on a formal and effective, weight control program, all soldiers are responsible for their fitness and weight control. Commanders should screen all newly assigned soldiers per AR 600-9, table 1 and appendix B, upon assignment to their unit.

k. Leaves and passes. USARAK units must be capable of responding swiftly to meet contingencies ranging from war to civil disturbance to natural disaster. When you are on pass or leave, it is your responsibility to make sure that your unit knows where you are and when you will return.

(1) Soldiers are encouraged by commanders to take periodic short leaves or leave during the units scheduled block leave, rather than save up a large number of days that they may not be able to use all at one time. Leaves are requested in advance according

USARAK Pamphlet 600-2

to your unit standing operating procedure and are approved by commanders using DA Form 31 (Request and Authority for Leave). When you submit a request for leave, you are telling the commander that—

- (a) You have sufficient days accrued or are asking for advanced leave.
- (b) You have enough money to cover your cost of leave and travel.
- (c) You will return on time.
- (d) You know how to ask for an extension of leave if necessary.
- (e) You can be contacted at the leave address stated in the event of a recall at any time.
- (f) You will carry your approved DA Form 31 and military identification card with you at all times.
- (g) You uphold the expected standards of conduct and appearance. Failure to return by 2400 hours on the designated last day of leave could result in you being absent without leave. The unit telephone number(s) contained on the DA Form 31 will be use to contact your unit if you cannot return by the prescribed time.
- (h) The soldier's chain of command must approve leaves (both ordinary and emergency) taken outside the continental United States in advance.

(2) Passes are a privilege for deserving soldiers by commanders and not a right.

(a) Soldiers may only take passes in conjunction with leave according to the current AR. A pass cannot exceed 96 hours. There is no distance limitation on a pass. However, use good judgment and do not stretch your pass travel to far.

(b) For an emergency telephone number for emergency situations, contact your unit first sergeant or you may call the command operations center in an emergency situation at (907) 384-6666 (Fort Richardson) or (907) 353-6666 (Fort Wainwright).

I. Pawning and selling organizational clothing and individual equipment. Soldiers are prohibited, regardless of location, to pawn, sell, or assist in the pawning or selling of organizational clothing and individual equipment or any other military property without the written approval of the unit commander. Unit commanders approve the sale or pawning only after the soldier has clearly demonstrated personal ownership of the property and simultaneous possession of the required kind(s) and amount(s) of corresponding military property. Personal ownership can be demonstrated only by a legible sales slip that clearly identifies the property or a sworn statement of ownership. Simultaneous possession can only be demonstrated by observation. Commanders will maintain at unit level, copies of consent, and where appropriate, signed inventories and statements of ownership. Commander's consent will include all pertinent data including

the name of requesting soldier, a description of the item, and a description of the proof of ownership used.

m. Private use of government equipment and vehicles. As a general rule, the private use of government equipment and vehicles is prohibited. This includes but is not limited to using a unit motor pool and military tools to make personal car repairs or using a government vehicle for personal trips to the post exchange, commissary, shoppette, mini-malls, etc.

9. Military customs and courtesy

Various forms of courtesy have become military customs and traditions. It is important to render them correctly.

a. Senior noncommissioned officers. When enlisted soldiers and/or junior noncommissioned officers are being addressed by a senior noncommissioned officer, the enlisted soldier and/or junior noncommissioned officers should stand at a position of modified parade rest (normally at the position of at ease). Command Sergeants Major and Sergeants Major are the most senior noncommissioned officers in the Army and should be treated with the utmost respect. Noncommissioned officer traditions and practice throughout the years call for junior noncommissioned officers in all grades to stand when a Command Sergeant Major or Sergeant Major enters the room and calls, "AT EASE". The Command Sergeant Major or Sergeant Major will give the command "CARRY ON" and the noncommissioned officers and soldiers should continue with their business.

b. Saluting. The exchange of a salute is one of the oldest traditions in the military and a visible sign of good discipline and mutual respect.

(1) Saluting superior officers. Salutes and salutations (greetings) are rendered by enlisted personnel to commissioned and warrant officers and by junior officers to seniors. Do not be surprised if an officer salutes you first; be prepared to return it. Saluting distance is recognition distance. If an officer is coming your way, wait until you are about six paces apart, then salute. If the officer is at a distance and turning away, then the proper saluting distance is recognition distance. All soldiers render the salute unless it would be impractical (e.g., arms full of packages) and exchange verbal greetings or the unit motto followed by "Sir" or "Ma'am" as appropriate.

(2) In the field. Saluting is mandatory during training exercises following the same rules as in garrison.

(3) Senior officer staff cars. Be alert for general and other senior officers' vehicles identified by a red plate depicting their rank and headlights on. You must render a salute to these officers as they pass.

(4) Reveille. Reveille is played at 0630 daily. When outside, in duty, or Army physical fitness training uniforms and not in formation, face the flag or music and render

USARAK Pamphlet 600-2

a salute on the first note. Remain at “present arms” until the last note has been played. In civilian clothes, stand at “Attention” and place the right hand over the heart (or headgear over the left shoulder if worn) until the last note is played.

(5) Retreat/To The Colors. Retreat/To The Colors is played at 1700 daily. This tradition is celebrated in two distinct parts; the bugle call of “Retreat” followed by “To The Colors.” When outside, in uniform, and not in formation, face toward the flag or music and assume the position of “Attention” on the first note of Retreat. Remain at this position and render the hand salute on the first note of “To The Color.” In civilian clothes, stand at “Attention” during “Retreat” and place the right hand over the heart (or headgear over the left shoulder if worn) on the first note of “To the Color”. If indoors and you hear these songs played (regardless of the worn uniform), stand at position of “Attention” and remain at that position until the music ends.

c. Situations.

(1) The first person to see and/or recognize an officer who is higher in rank than the officer present in the room should call “Attention.” When a senior noncommissioned officer enters a room/area, sound “AT EASE.” Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. The senior soldier present in the area should then report to the visitor (example: Sergeant Jones, noncommissioned officer in charge of the motor pool, reports). In smaller rooms, containing one or two soldiers, the soldier(s) should rise and stand at the position of attention when an officer enters the room.

(2) In work areas. In offices, shops, hangers, and medical treatment facilities, personnel can remain working but the senior soldier will report to the visiting officer.

(3) Dining facilities. The first person sighting an officer senior in rank to the unit commander or senior to those present in the dining facility should call “AT EASE,” so that the officer’s presence is known and necessary action can be taken. The soldiers should fall silent but continue to work or eat. The senior dining facility officer in charge or noncommissioned officer in charge should report to the officer.

(4) During conversations. All soldiers, officer or enlisted, come to the position of “Attention” and face the senior officer when spoken to in an official capacity. Normally the senior officer will direct “AT EASE” or “CARRY ON” if the situation merits. At other times, such as during the conduct of routine business or informal conversation, a junior officer or enlisted soldier should face the superior officer and be at attention. When walking with a senior soldier, the junior soldier walks to the senior’s left side.

(5) In formation. When an officer approaches soldiers in a formation, the person in charge calls the group, platoon, squad, or element to attention, and renders salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person sighting the officer calls, “GROUP ATTENTION,” and everyone in the group faces the officer and renders a salute with the appropriate greeting. However, soldiers working as part of the detail or participating in some other

group activity such as athletics, do not salute. The person in charge, if not actively engaged, salutes for the entire detail or a group of soldiers.

10. Soldier conduct

You are expected to carry out your duties and to conduct yourself properly on and off duty. Both military and civilian laws pertain to all soldiers and you must obey them regardless of your current status of service in the Armed Forces. These laws are governed under local, state, and federal statutes.

a. Traffic regulations/traffic violations.

(1) Driver license. You must possess a valid state driver license to operate a privately owned vehicle on and off post. A military operator's identification card is not a valid license for operating a privately owned vehicle. Some states, including Alaska, require special licenses or modifications to a motor vehicle license to operate a motorcycle. Always check with the Alaska Department of Motor Vehicles to be sure.

(2) Vehicle registration. To register a motor vehicle on post you are required to have a valid state drivers license, military identification, state registration, vehicle emissions inspection, and current vehicle insurance. Any lapse in liability insurance results in a revocation of on-post driving privileges.

(3) Speed limits. Unless otherwise posted, the speed limit on USARAK posts is 25 miles per hour and 10 miles per hour when passing troops. Speed limits are strictly enforced. Offenders appear before the United States magistrate and attend drivers training as directed, unless their offense allows payment of the fine by mail. Failure to appear before the magistrate or pay the fine by mail may result in additional punishment including discharge from the service.

(4) Traffic violations. Do not operate a military vehicle if not properly dispatched. All operators must have a current and otherwise valid permit (Optional Form (OF) 346 (US Government Motor Vehicle Operator's Identification Card) covering the vehicle being operated. The chain of command and other persons responsible for dispatching vehicles by unit standing operating procedure will ensure that both the dispatch and driver's permit are current.

(5) Restraining devices. Restraining devices, lap belts, and shoulder belts are required when riding in any vehicle on or off duty, on or off post. Children must be properly restrained by car seats or seatbelts.

(6) Two-wheel motor vehicles. All government personnel (military and civilian) desiring to operate a motorcycle or moped on USARAK posts must satisfactorily complete the Army Motorcycle Safety Course. All riders must wear a Department-of-Transportation-approved helmet properly fastened under the chin, eye protection, full-fingered gloves, long trousers, long-sleeved shirt or jacket, over ankle shoes or boots, and a highly visible reflector garment or device.

USARAK Pamphlet 600-2

(7) Two-wheel nonmotorized vehicles. On post, bicyclists, roller ladders, skate boarders, and scooter riders are required to wear an industry-approved helmet securely fastened.

b. Drugs. Possession of any controlled nonprescription substance in Alaska is against the law. All units in USARAK run an active drug and alcohol program and soldiers can expect unannounced urinalysis testing at least twice a year. Possession or use of drugs is a violation of the Uniform Code of Military Justice. Punishment may include a discharge from the service. The chain of command will automatically consider a second-time offender for separation from the service.

c. Tobacco product use. All tobacco products are prohibited in the work place (except in designated areas), military vehicles, and aircraft. Smoking, dipping, and chewing are permitted in individual rooms, but not in common areas in troop billets. Commanders should consider preferences when assigning rooms.

d. Alcohol use/laws. Only soldiers who are 21 years of age or older may possess or drink alcohol. Every soldier who drinks alcohol is urged to do so responsibly. The following could lead to a civilian conviction and/or the United Code of Military Justice:

(1) Consuming beverages containing alcohol during duty hours and/or reporting to scheduled training with a blood alcohol level of .05 percent (milliliters of alcohol per 100 milliliters of blood) or above. Impairment can exist with a blood alcohol level of less than .05 percent. To be in violation of impairment, the person must have known that he/she had duties to perform.

(2) Do not operate motor vehicles while intoxicated. Alaska law considers you impaired or driving under the influence at .08 percent. Offenders receive a memorandum of reprimand from the commanding general that may be filed in their official military personnel file and their installation driving privileges are suspended immediately for 1 year.

(3) Do not sell, transport, consume, possess, or offer to others alcoholic beverages in any of the following areas: Army aircraft or vehicles, theaters, camps, or bivouac areas. The Post Commander, in conjunction with a unit party and in accordance with guidance provided with such authorization, can give approval for alcoholic beverages at unit functions.

(4) You may transport in your privately owned vehicle unopened containers being transported directly from the place of purchase to private quarters or to open places of entertainment authorized by the unit or post commander. Open alcoholic beverage containers may not be transported or consumed in the passenger compartment of a motor vehicle.

e. Absent without leave. Absence without leave is a serious military offense. If you are not present in your unit for duty at the prescribed time and place, or if you fail to return to your unit from pass or leave on time, you are absent without leave. Absence-without-

USARAK Pamphlet 600-2

leave time is “bad time.” Absent-without-leave soldiers lose a day’s pay for each day of absence without leave and are subject to punishment under the Uniform Code of Military Justice. If you have a personal problem that requires your absence from duty, seek the advice and assistance of your chain of command.

f. Single soldier and family housing.

(1) Single soldier barracks policy. Single soldiers living in the barracks will be familiar with their battalion or battery and company barracks policies and standing operating procedures. Commanders, Command Sergeants Majors, First Sergeants, and leaders of all units in USARAK are responsible for the good order, discipline, and health and welfare of their soldiers who reside in the barracks. USARAK also has visitation policies that all soldiers living in the barracks should be familiar with. These regulatory guidelines will be followed by all of our single soldiers.

(2) Family housing is a privilege for all soldiers and their families assigned to this command. It is extremely important that soldiers and their family members fully understand the USARAK published family housing regulations that govern living in family assigned quarters. These are covered in AR 210-50 and the USARAK resident handbook, published by the housing office at Fort Richardson.

g. Personal weapons registration and prohibited items. All soldiers and family members are required to comply with the following concerning the use and storage of firearms:

(1) Registration of all privately owned firearms is mandatory (including BB/pellet guns) with the provost marshal offices at Forts Richardson and Wainwright. All handguns must be registered with the State of Alaska. Until licensed, store all handguns in unit arms rooms or with registered off-post firearm dealers. Do not store privately owned firearms in troop billets.

(2) It is unlawful to store, transport, use, or possess privately owned firearms, weapons, and ammunition except—

(a) In a unit arms room, family quarters, bachelor enlisted, or bachelor officer quarters.

(b) When engaged in sporting activities, such as hunting, target shooting, or at locations authorized by the post commander.

(c) When transporting privately owned firearms, weapons, or ammunition between places of use, possession, or storage, as authorized by the unit or post commander.

(3) It is unlawful to transport any loaded privately owned firearm.

(4) It is unlawful to possess military ammunition, including blank ammunition, except as authorized by the unit or post commander.

USARAK Pamphlet 600-2

(5) It is unlawful to carry concealed or openly displayed about his/her person any Bowie knife, dirk, dagger, slingshot, loaded cane, metallic knuckles, razor, stun gun, pistol, gun, or other deadly weapon. This does not apply to an ordinary pocketknife carried in a closed position. "Ordinary pocketknife" means a small knife, having a cutting edge of no more than 4 inches long, designed for carrying in a pocket or purse, which has its cutting edge and point entirely enclosed by its handle, and that may not be opened by a throwing, explosive, or spring action. This prohibition does not apply to the following persons:

(a) Persons carrying unconcealed hunting or fishing knives being used in conjunction with authorized hunting, fishing, military training, or field exercises.

(b) Personnel acting under orders requiring them to carry arms and weapons.

(c) Persons legally carrying an unconcealed handgun being used in conjunction with authorized hunting or target shooting in authorized areas.

(6) It is unlawful to possess blackjacks, slappers, riot clubs, night sticks, lead or iron pipes, rubber or plastic hoses wrapped with tape or filled sand, lead, buckshot, or any other material; or any similar devices, except when specifically authorized by the unit or post commander for duty, officials, or guards in performing police duties or guard duty.

(7) It is unlawful to use or possess any or other related martial arts weapons outside training/exhibition areas authorized by the unit or post commander.

(8) It is unlawful to conceal on the person or within his/her immediate reach, razors, ice picks, screwdrivers, or similar devices and tools to use as weapons.

(9) It is unlawful to use or possess pyrotechnics, grenades (including smoke), or other explosive of any type except when authorized by the unit or post commander for use in conjunction with approved military training.

(10) It is unlawful to use or possess mace or any other commercial or homemade device designed to disperse a chemical agent for the primary purpose of incapacitating another, except when authorized in writing from the commander of the company, troop or battery to which they are assigned.

(11) It is unlawful to possess bolt cutters, crow bars, wrecking bars or tools that could be used to gain entry into a secured area, room, or wall locker except for those items that would normally be used in individual maintenance of an automobile or motorcycle and are secured in a privately owned vehicle/motorcycle, family quarters, or bachelor officer/enlisted quarters.

(12) The use of BB/pellet rifles, BB/pellet pistols, slingshots, spear guns, or other missile-throwing devices, except at locations specifically designated by the post commander for authorized hunting or proficiency training is prohibited on USARAK posts.

(13) Willful violation of the above items is punishable under the Uniform Code of Military Justice and applicable civil laws if the violation occurred off the installation.

11. Assistance organizations

a. **Army Community Service.** Army Community Service stands ready to provide information, assistance, and guidance on a variety of subjects that range from financial planning, food stamps/Women, Infants, and Children eligibility, relocation, exceptional family member assistance/advocacy, domestic violence prevention, stress and anger management and parenting. Army Community Service also maintains a loan closet for newly arrived soldiers and family members awaiting household goods and provides baby bundles for newborn infants of junior enlisted soldiers. Army Emergency Relief is located with Army Community Service. Army Emergency Relief assistance may be obtained by completing a DA Form 1103 (Application for Army Emergency Relief (AER) Financial Assistance), with the commander's signature. Your latest leave and earnings statement and documents showing emergency need (when applicable) are required. For more information contact Army Community Service in Building 337 at Fort Richardson (384-1517) and Building 3722 at Fort Wainwright (353-6267).

b. **Legal assistance.** You can get free, legal advice on civil-legal matters (contracts, wills, insurance, leases, separation agreements, and powers of attorney) from any of the USARAK legal assistance offices. This advice is also available to your family members and retirees. The staff judge advocate's office is available for filing of claims such as for household goods, tax returns, and other legal instruments. The staff judge advocate is in Building 636 at Fort Richardson (384-0371) and Building 1562 at Fort Wainwright (353-6534).

c. **American Red Cross.** The American Red Cross is at 10441 Kuter Avenue, 3d Floor, on Elmendorf Air Force Base. Duty hour telephone numbers for information only is 552-5253 and after-duty hours and emergencies contact (toll free) 1-877-272-7337. Emergency services are available 24 hours a day, 7 days a week. The American Red Cross provides military personnel and their family members with:

- (1) Counseling and guidance on personal and family matters.
- (2) Communication and reports for emergency leave consideration between the soldier and his/her family.
- (3) Financial assistance for emergency travel and other emergencies.
- (4) Meeting immediate emergency needs as a result of a disaster. The disaster telephone number is 277-1538.
- (5) Arranging for health care and safety courses.

USARAK Pamphlet 600-2

(6) Recruiting and training volunteer workers for specific activities in dental and hospital clinics, health, and safety programs. The health and safety telephone number is 277-1538.

d. Chaplain. Your unit chaplain is always available to you for spiritual, family needs, and counseling. A duty chaplain is on call at all times. During off-duty hours, you can call the command operations center at 384-6666 or the Fort Richardson staff duty officer at 384-2000. At Fort Wainwright contact 353-6666. The command operations center or the emergency operations center will contact the staff duty chaplain for you at each post respectively. The chaplain's offices are in Building 1 at Fort Richardson and in Building 1555 at Fort Wainwright.

e. Army Family Team Building. The Army Family Team Building Program is in Building 337 at Fort Richardson (384-6736) and in Building 3722 at Fort Wainwright (353-7317). This program provides soldiers and family members with the tools to become self-reliant. Army Family Team Building is also instrumental in training leaders of units and leaders of unit family readiness groups. The training offered by the Army Family Team Building Program helps family members be prepared, self-reliant, and provide peace of mind to deployed soldiers, knowing their family members are able to function in their absence. This allows our soldiers to focus on their assigned missions. The training available to soldiers and family members is organized into three levels:

(1) Level I training. This level designed for those who are new to the Army (0 to 5 years). It introduces them to basic terms, acronyms, and resources to help transition to the Army lifestyle.

(2) Level II training. This level of training is geared toward those who are becoming involved in the Army community. It also has training specifically targeted for family readiness group participants and leaders.

(3) Level III training. This training level offers individuals enhanced professional growth and leadership skills. It is valuable to individuals who serve in leadership positions, whether at units, organizations, the family readiness groups, or the community. The skills gained in this level of training help foster cohesive groups to become more productive.

f. Family Advocacy Program. The Family Advocacy Program provides soldiers and family members with a variety of services designed to help individuals and families gain life skills to lead a fulfilling life and be able to cope during times of stress. The office is in Building 337 at Fort Richardson (384-1006/7502) and Building 3722 at Fort Wainwright (353-4243). Programs include:

(1) Prevention Relationship Enhancement Program.

(2) Parenting classes for all ages.

(3) Families First.

(4) Anger management.

(5) Stress management.

(6) Women's Forum.

(7) Other courses and training available range from teen education to support groups and command/troop education.

g. Army Substance Abuse Program. The Alcohol and Drug Abuse Prevention and Control Program Office is in Building 1113 at Fort Richardson (384-1416/17/18) and in Building 1064 at Fort Wainwright (353-1375).

(1) The mission of this program is to affect a continuous vigilance targeting the reduction of alcohol and drug abuse in all populations within the Forts Richardson and Wainwright communities to promote combat readiness, safety, and quality of life. All services are provided free. An adjunct program, the Adolescent Substance Abuse Counseling Service is also available and specifically designed for teens, ages 12 to 18 years. Services provided by the Adolescent Substance Abuse Counseling Service and Employee Assistance Program are confidential.

(2) Alcohol and drug abuse prevention and control programs include:

(a) Education of soldiers and community.

(b) Military and civilian biochemical testing.

(c) I Evaluations.

(d) The Risk Reduction Program.

(e) The Employee Assistance Program.

(f) Community health programs (Fit-To-Win).

(g) Annual awareness campaigns.

(3) The Adolescent Substance Abuse Counseling Service is also provided. Prevention and treatment services to military-dependent adolescents who are experiencing alcohol and drug problems or exhibiting high-risk behaviors can be assisted through this service.

12. Better Opportunities for Single Soldiers

Per DA Circular 608-97-1, the Better Opportunities for Single Soldiers Program supports the overall quality of life for single and unaccompanied soldiers.

USARAK Pamphlet 600-2

a. The Better Opportunity for Single Soldiers Program supports the chain of command by identifying quality-of-life issues and concerns and recommending improvements.

b. It encourages and assists single soldiers in identifying and planning recreational and leisure activities.

c. It provides an opportunity for single soldiers to participate in and contribute to their respective communities.

d. It is also intended to enhance command authority, prerogative, and responsibility in maintaining standards of conduct, good order, and discipline, not to dilute.

e. Although the Better Opportunities for Single Soldiers Program is intended for single soldiers, it can include single parents and unaccompanied soldiers. Guests and all authorized Morale, Welfare, and Recreation patrons may participate in any Better Opportunities for Single Soldiers Program event and should be encouraged to do so. For detailed information on the Better Opportunities for Single Soldiers Program, refer to DA Circular 608-97-1. *For information on the USARAK Better Opportunities for Single Soldiers program, you can contact soldier representatives at Fort Richardson at 384-0235 and at Fort Wainwright at 353-9452.*

13. Equal opportunity and sexual harassment

All soldiers have the right to be treated fairly without regard to their sex, race, religion, or ethnic background. This includes not being sexually harassed. Sexual harassment is any soldier or civilian employee who through behavior of a sexual nature attempts to control, influence, or affect the career, pay, or job of a soldier or civilian employee, or make deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed, or makes abusive physical contact of a sexual nature. Some points to consider are:

a. Sexual harassment is punishable under Uniform Code of Military Justice.

b. Sexual harassment has no boundaries...not rank, position, or gender. And anyone can be a victim.

c. It can happen anywhere, not just in the workplace.

d. Do not keep asking a person for a date after you're told no.

e. Do not use obscene or dirty language, gestures, or cadence calls.

f. Treat people the way you want to be treated.

g. If you think it is wrong, it probably is.

14. Inspector general

a. It is every soldier's right to seek the advice of the inspector general concerning requests for assistance, complaints, or grievances that have not been resolved by the chain of command. The USARAK inspector general is Building 602 at Fort Richardson (384-0323) and in Building 1045 at Fort Wainwright, (353-6202).

b. Remember, you must first have permission to be absent from your place of duty if you choose to visit the USARAK inspector general during duty hours.

c. You are encouraged to use your chain of command first. More often than not, they can and will resolve any matter that concerns you or your situation.

15. Educational opportunities

Contact the Fort Richardson education center at 384-0970 and the Fort Wainwright education center at 353-7486. The Army Continuing Education System mission is to vigorously promote lifelong learning opportunities to sharpen the competitive edge of USARAK by planning, resourcing, and implementing quality self-development programs, services, and libraries.

a. On-post college programs and the High School Completion Program.

b. The Functional Skills Education Program is the primary, on-duty education program for the military personnel who have deficiencies in their basic communication skills. Instruction is provided to assist both service members and family members in developing their reading, writing, speaking, listening, and computing skills. This is also an excellent course to help raise General Technical Aptitude Area scores.

c. Academic learning centers are operated in the main education center at each post.

d. Each learning center is equipped with audiovisual machines with study materials for professional development. Videotape machines offer programmed instruction to help students prepare for the General Education Diploma and Credit by Exam testing. Reading machines are available for individual, rapid-reading instruction as well.

e. Computer-based instruction provides self-paced, individual instruction. Contact your education counselor for more specific information concerning the materials available at the learning centers.

f. They also offer a full-service, computer laboratory with Internet capabilities.

16. Environmental issues

Protecting our environment is everyone's responsibility. Failure to do so can result in prosecution as a federal offense. Fines can start at \$10,000.00 per day and prison sentences are possible. All soldiers must know what they can and cannot do.

USARAK Pamphlet 600-2

a. Accidental spills of hazardous waste or hazardous materials may damage the environment—sometimes severely so. These materials include battery acid, oil-based paints, organic paint thinners and solvents, pesticides, petroleum products, oils and lubricants.

b. When changing oil in your privately owned vehicle or tactical vehicle, be sure to collect all used oil and dispose of it properly—either at a service station or at your local hazardous waste collection facility.

c. If any oil spills into land or water, it must be reported to the local, state, or federal environmental regulatory agency. Your environmental department and/or the post fire department would likely be the proper authority to make the official report.

d. Always take immediate measures to contain a spill (depending on your level of hazardous material response training). Large spills of extremely flammable or otherwise hazardous materials normally require a higher level of response. Your first duty should be to report the spill and request assistance.

e. Spills of any type should be reported to the fire department first and then to the environmental division. Please call 911 at each post or call the Fort Richardson fire department at 384-0774 or Fort Wainwright fire department at 353-7470.

f. The Environmental Division of the Directorate of Public Works also distributes a guide for soldiers and leaders called the Environmental Handbook. Please call 384-3295 for a handbook.

17. Outdoor recreation/fishing and hunting regulations

a. The opportunities to hunt, fish, and enjoy the outdoors on all USARAK and sister service posts in Alaska are endless. However, everyone wishing to participate in these activities on any military reservation should obtain a copy of the regulations that govern hunting and fishing. On Army installations, USARAK Regulation 190-13 outlines all detailed requirements for hunting and fishing on Forts Richardson and Wainwright. Some of these requirements overlap with state regulations, so you should obtain a copy of the Alaska Fish and Game Commission's regulation handbook. You can get these from several post agencies (see para C below), the main post exchange at Elmendorf Air Force Base, outdoor recreation offices, or the Sports Store on Fort Wainwright. Local department stores also carry the booklets in the sporting goods section.

b. Before hunting or fishing, all persons must obtain a stamp on their license from outdoor recreation. This will require you to read some portions of the regulation and sign a safety-liability statement for all active-duty dependents, retired military, and civilians. Retired military and civilians will have to pay a \$5.00 activity fee.

c. Outdoor recreation and other agencies to contact:

(1) Fort Richardson—Outdoor Recreation Center, 384-1475/6.

(2) Fort Wainwright—Outdoor Recreation Center, 353-6349/50 or Sport Store, (907) 356-1215.

(3) Fort Greely—Go to the Environmental Office at the hanger on Allen Army Airfield to obtain permission to hunt and fish on post. Contact them at 873-1416.

(4) Elmendorf Air Force Base—552-2023.

(5) Seward Armed Forces Recreation Center—(907) 224-2654/659.

18. Safety

Safety is everyone's responsibility! The key to safety is using risk management. The Army Risk Management Program is outlined in FM 100-14. All soldiers should be familiar with this manual. Each individual soldier has the responsibility to prevent accidents by applying risk management principles to everything that they do, both on and off duty. Every soldier should use the buddy system to look out for his/her fellow soldiers. Always tell someone where you are going, how long you will be there, and when you plan to return. Leaders at every level must be experts at risk assessment and risk management. Leaders take action to eliminate risks and counsel subordinates on safety.

a. Wildlife. Alaska has an abundance of wildlife, including bears and moose. These animals are not pets and should be treated with respect and caution. Do not attempt to feed them. They are very dangerous and precautions should be taken to avoid contact with these animals.

(1) Avoid contact with a moose with calves. Mother moose will attack if she feels you are a threat to her calf/calves. Signs of aggression include ears laid back, hair on top of neck raised, and licking their lips.

(2) Avoid contact with bears of any kind. Mother bears with cubs are extremely protective and dangerous. Some things to do if you encounter a bear are:

(a) Make your presence known, make noise and warn the bear of your presence. Walk with the wind at your back, if possible so your scent will warn the bear of your presence. Detour around areas where you see or smell carcasses of fish or animals.

(b) If you see a bear, keep calm and stay away from it, give the bear opportunity to avoid you, talk to the bear in a normal voice, and wave your arms.

I If the bear charges do not run, stand your ground. Try to present a big picture by raising your backpack or jacket up above you head. If in a group, stand closer together. Should a brown bear actually contact you, fall to the ground and play dead. Lie flat or curl up in a ball with your hands behind your neck. If a black bear attacks, fight back vigorously with any means available.

USARAK Pamphlet 600-2

b. Off-limits areas.

(1) The Post Commander's office at each post executes this program and publishes the identified off-limits areas and businesses in the local communities that surround our posts. There is a review board that meets to determine what areas and businesses are to be placed off limits. Your commander will have the list of any off-limits areas and businesses for you to review.

(2) Soldiers assigned or attached to USARAK are expected to obey all policies pertaining to **all** off-limits areas. Soldiers violating these policies may be subject to the Uniform Code of Military Justice at the discretion of their chain of command.

c. Cold weather safety and injuries. Alaska provides some of the most breathtaking scenery and outdoor opportunities of a lifetime. It can also be one of the most unforgiving environments in the world. Temperatures can range from -60 to 90 degrees in a single season. Soldiers, family members, and civilian employees must always recognize and safeguard themselves against the elements. Preparation and common sense is the key to your protection and survival, if necessary. (See app C for temperature zone criteria.) Know cold-weather injury requirements and treatments. All soldiers are required to review and train on these requirements annually and before any training exercise that places soldiers at risk of injury.

d. Survival items for Alaska. Each winter many Alaskans find themselves in situations they were or are not prepared for. Many become stranded during winter storms, enjoying the outdoors and/or sudden changes in weather while traveling. These situations place them in a survival situation. The following is a list of recommended items all soldiers, family members, and civilian employees should carry in their vehicles from September to as late as the end of April or May, depending on the seasonal weather from year to year. The Federal Emergency Management Agency publishes this list of recommended items to carry when winter driving on this website. <http://www.fema.gov/library/winterf.htm>.

- (1) Flashlight with extra batteries.
- (2) First-aid kit with pocketknife.
- (3) Necessary medications.
- (4) Several blankets.
- (5) Sleeping bags.
- (6) Extra newspapers for insulation.
- (7) Plastic bags (for sanitation).
- (8) Matches.

- (9) Extra set of mittens, socks, and a wool cap.
- (10) Rain gear and extra clothes.
- (11) Small bag of sand for traction under wheels.
- (12) Small shovel and tools (pliers, wrench, screwdriver).
- (13) Booster cables.
- (14) Brightly colored cloth to use as a flag.
- (15) Canned fruit (and can opener) and nuts or any type of nonperishable foods.
- (16) Bottled water.

19. Additional information

Appendix E contains the Army Song and the USARAK March. Appendix F contains quick reference guides for telephone numbers.

20. Closing

This standards guide is meant to provide you with valuable information about Alaska, this command, and some of the standards and requirements for all soldiers assigned or attached to USARAK. However, it does not provide all the answers or regulatory guidelines for soldiers and leaders. Follow published standards and command policy, and you will find your assignment and tour in Alaska a great place to soldier, live, and play.

FOR THE COMMANDER:

OFFICIAL:

RICHARD C. NICKERSON
COL, GS
Chief of Staff

//Original Signed//
JAMES E. RISELEY
LTC, SC
Director of Information Management

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Fort Shafter, Hawaii 96858-5100

Appendix A
References

Section I
Related Publications

- AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).
- AR 210-50 (Housing Management).
- AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities).
- AR 600-8-8 (The Total Army Sponsorship Program).
- AR 600-8-22 (Military Awards).
- AR 600-9 (The Army Weight Control Program).
- AR 600-20 (The Interservice Physical Assistance Training Program).
- AR 670-1 (Wear and Appearance of Army Uniform and Insignia).
- AR 672-20 (Incentive Awards).
- CTA 900-50 (Clothing and Individual Equipment).
- DA Circular 608-97-1 (Better Opportunities for Single Soldiers).
- FM3-97.6 (Mountain Operations).
- FM 21-20 (Physical Fitness Training).
- FM 100-14 (Risk Management).
- USARAK Circular 351-1 (United States Army Alaska Schools, Class Schedules, and Quota Allocations).
- USARAK Regulation 190-13 (Enforcement of Hunting, Trapping, and Fishing on Army Lands in Alaska).
- USARAK Regulation 215-1 (Installation Morale, and Welfare Recreation Fund Unit Funds).

USARAK Pamphlet 600-2

USARAK Regulation 215-2 (United States Army Alaska Sergeant Audie Murphy Club).

USARAK Regulation 215-6 (United States Army Alaska Doctor Mary E. Walker Award).

USARAK Regulation 600-8 (United States Army Alaska Sponsorship Program).

USARAK Regulation 670-1 (Wearing of the Army Uniforms for Arctic Soldiers).

Section II Referenced Forms

DA Form 31 (Request and Authority for Leave). It is cited in paragraph 8k.

DA Form 1103 (Application for Army Emergency Relief (AER) Financial Assistance). It is cited in paragraph 11a.

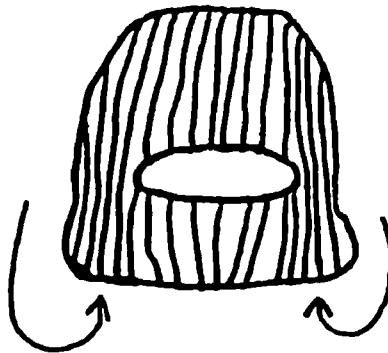
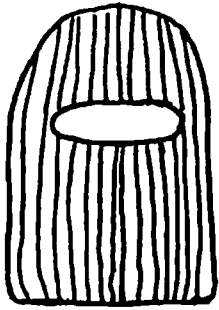
DA Form 2028 (Recommended Changes to Publications and Blank Forms). It is cited in the suggested improvements statement.

DA Form 7281-R (Command Oriented Arms, Ammunition, and Explosives Security Screening and Evaluation Record). It is cited in paragraph 8f(6)(b).

DA Form 3355 (Promotion Point Worksheet). It is cited in figure 4.

OF 346 (US Government Motor Vehicle Operator's Identification Card). It is cited in paragraph 10a(4).

Appendix B
Balaclava Diagram



Appendix C

Temperature Zone Criteria and USARAK PT Cold Weather Training Policy

Temperature Zone I—(55 to 33 degrees Fahrenheit).

Temperature Zone II—(32 to 10 degrees Fahrenheit).

Temperature Zone III—(9 to –19 degrees Fahrenheit).

Temperature Zone IV—(–20 to –40 degrees Fahrenheit).

Temperature Zone V—(below –40 degrees Fahrenheit).

Prevention of cold weather injuries is every soldiers and leaders responsibility. They can be prevented with proper clothing, good training and common sense. Here are the guidelines for physical fitness training in cold weather:

a. 45-degrees Fahrenheit or warmer (including wind chill) the uniform is the Army PT shirt, shorts, and running shoes.

b. 44 to 33 degrees Fahrenheit (including wind chill), the uniform is the shirt, shorts, PFU sweats or IPFU Army gray top and black bottoms, and running shoes.

c. 32 to –10 degrees Fahrenheit, (including wind chill), the uniform is the shirt, shorts, PFU sweats or IPFU Army gray top and black bottoms, black gloves, balaclava, and running shoes.

d. –10 to –25 degrees Fahrenheit, (including wind chill), units will continue to conduct normal PT. Units should conduct warm-up/stretching, conditioning and cool-down indoors. In this temperature range, the PT uniform consists of Army gray sweats complete or Army gray top and black bottoms, polypropylene tops and bottoms, running shoes, trigger finger mittens, balaclava and arctic mittens/arctic mittens carried. If the balaclava is worn down during the run, it must stay down over the nose until the unit moves indoors. If the temp is below –20 degrees, units will not spend more than 4 minutes outdoors before or after the run. Commanders should reduce the distance and duration of the run, (recommend 4 miles maximum). At this temperature and lower, unit commanders will allow soldiers to move to a warm facility during PT if they feel there is a potential for injury.

e. At temperatures, (including wind chill) below –25 degrees, soldiers will wear the arctic winter uniform consisting of polypropylene, VB boots, Gortex, trigger finger mittens, arctic mittens, and balaclava. Commanders should conduct an alternate form of aerobic PT, such as snowshoeing or skiing. Indoor hallway/stairwell runs are authorized. Units will conduct all warm-up and conditioning indoors.

Appendix D
Beret Diagram from Army Regulation 670-1

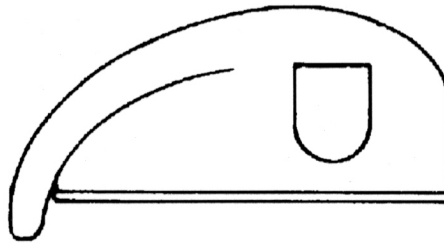


Figure 27-11. Organizational beret with flash

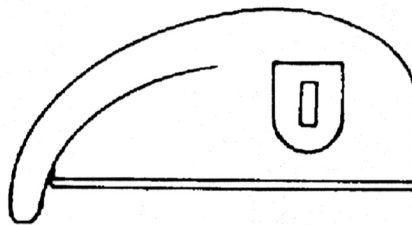


Figure 27-12. Organizational beret with flash, officer

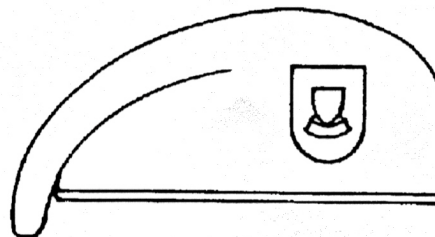


Figure 27-13. Organizational beret with flash, enlisted

Appendix E
The Army Song and United States Army Alaska March

The Army Song

First to fight for the right and to build the nation's might, and
The Army Goes Rolling Along.

Proud of all we have done, fighting till the battle's won, and
The Army Goes Rolling Along.

Then it's Hi! Hi! Hey! The Army's on its way, Count off the cadence loud
and strong: (Two! Three!) For where'er we go, you will always know that
The Army Goes Rolling Along.

The United States Army Alaska March

We fight for America and freedom
We serve for our country from afar
Through cold and snow we'll boldly go
To keep our country free
We fight for America and freedom
We serve for our country from afar
We'll serve with all our might and never lose the fight
The Keepers of the Northern Watch